




STATE OF MAINE
COMMISSION ON GOVERNMENTAL ETHICS
AND ELECTION PRACTICES
135 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0135

To: Candidates and Treasurers

From: Andrew C. Helman, Candidate Registrar 

Date: September 24, 2004

Re: Deadlines for Campaign Finance Reports

Pre-Election Report Due

This is to remind you that the 6-day pre-election report is due **by 5:00 p.m. on October 27**. The report covers the period of July 14 to October 21. (Please do not include activity on the report that is after October 21. Instead, include that information in your post-election report.) You should have already received the blank form for the report. If you need a copy, please download one from our Web site at www.maine.gov/ethics or telephone our office at 287-4179.

Filing by Fax

You may file the report by faxing it to 287-6775, provided that the original report is received by the Commission within five calendar days.

24-Hour Requirement for Large Transactions after October 21

Please be aware that if you make a single expenditure of \$1,000 or more after October 21 – or your campaign receives a contribution from the candidate or the candidate's spouse of \$1,000 or more in this period – it must be reported within 24 hours of the transaction. I have attached a blank copy of the 24-Hour Report. If the 24-hour deadline falls on a Saturday or a Sunday, the report must be filed by noon on Monday. (If you are a traditionally financed with a Maine Clean Election Act opponent, this 24-hour reporting period applies to expenditures made after October 19 and there are lower threshold amounts for filing the report. Please read the instructions on the form.) **Please note:** The statute used to require that expenditures and contributions exceeding \$1,000 be reported within 48 hours, but it was shortened by the Legislature earlier this year.

Electronic Filing

To bolster our continuing effort to encourage electronic filing of reports, I will be available for one-on-one or group appointments. I will be available on a walk-in or appointment basis Oct. 20, 21 and 22. If there is sufficient demand, I will travel to Portland or Bangor on the afternoons of Oct. 18 and 19. **Anyone wishing to meet in Portland or Bangor must contact me by Oct. 14.** I am also available for telephone appointments. About 47 percent of campaigns filed electronically in July. We hope to exceed 50 percent in October.



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OFFICE LOCATED AT: 242 STATE STREET, AUGUSTA, MAINE

PHONE: (207) 287-4179

FAX: (207) 287-6775

Penalties for Late Filing

Please remember that the Election Law requires the assessment of a civil penalty for any campaign finance report that is filed late, unless the filer requests and the Commission grants a waiver of the penalty. The penalties increase every day, so if you cannot meet the deadline please get the report to the Commission as soon as possible.

Post-Election Report

A post-election report must be filed by all candidates no later than 5:00 p.m. on December 14. In addition, traditionally financed candidates that have surplus funds or a debt of more than \$50 as of December 7 must file semiannual reports every January 15 and July 15 until they report how the surplus or debt has been disposed of.

Questions

Please telephone me at 287-3024 if you have any questions or e-mail me at Andrew.Helman@Maine.gov.

**STATE OF MAINE
COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES**

Mail: 135 State House Station, Augusta, ME 04333

Office: 242 State Street, Augusta, Maine

Tel: (207) 287-4179 Fax: (207) 287-6775 Web: www.state.me.us/ethics

Electronic Filing: <http://www.maine campaign finance.com/public/home.asp>

**2004 GENERAL ELECTION
24-HOUR REPORT OF LATE CONTRIBUTIONS AND EXPENDITURES**

CANDIDATE IDENTIFICATION

Name of candidate	Telephone number
Mailing address	Office sought
City, zip code	District number
Name of authorized committee, if any	

TREASURER IDENTIFICATION

Name of treasurer	Telephone number
Mailing address	City, zip code

CONTRIBUTOR IDENTIFICATION

Complete name of contributor	Date of contribution
Address (number and street) of contributor	
City, state, zip code	Amount of contribution \$ _____
Occupation	If in-kind, list fair market value \$ _____
Principal place of business	and describe in space provided below.

IN-KIND CONTRIBUTION/EXPENDITURE

Describe goods, services, discounts or facilities received.

EXPENDITURE INFORMATION

Name of payee	Date of expenditure
Address	
City, state, zip code	Amount of expenditure \$ _____
Purpose of expenditure	

I, _____ certify that the information in this report is true, correct and complete.

Signature of treasurer

Date

Signature of candidate

Date

INSTRUCTIONS FOR FILING 24-HOUR REPORTS OF LATE CONTRIBUTIONS AND EXPENDITURES

A candidate for state or county office must disclose in a 24-Hour Report a single expenditure of \$1,000 or more, or a contribution of \$1,000 or more from the candidate or candidate's spouse, made after October 21, 2004 and before 5 p.m. on November 1, 2004. The report must be filed within 24 hours of making the expenditure or receiving the contribution, or by noon of the first business day after the transaction, whichever is later.

LEGISLATIVE CANDIDATES WITH MAINE CLEAN ELECTION ACT OPPONENT

Any nonparticipating candidate for State Senator or State Representative with a certified Maine Clean Election Act opponent who has filed a 101% report must file an updated report with the Commission reporting single expenditures of \$750 or more by candidates for State Senator, or \$500 or more by candidates for State Representative, made after October 21, 2004 and before 5 p.m. on November 1, 2004. The report must be submitted to the Commission within 24 hours of making the expenditure.

FACSIMILE TRANSMISSION

A properly signed report may be faxed to the Ethics Commission, provided the original is received by the Commission within 5 calendar days. The Commission's fax number is (207) 287-6775.

IMPORTANT

The information contained in this report must be included on the appropriate schedule of the next required report.